



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON, DC 20380-1775

1700.36
MR/SMP
2 Feb 04

MARINE CORPS ORDER 1700.36

From: Commandant of the Marine Corps
To: Distribution List

Subj: SINGLE MARINE PROGRAM (SMP)

Ref: (a) SECNAVINST 1650.1G
(b) CMC(MR) Sponsored Training Curriculum (NOTAL)
(c) MCO P1700.27A (MCCS Policy Manual)

Encl: (1) SMP Standards and Measures
(2) Summary of SMP Activities and Initiatives
(3) SMP Council
(4) SMP Executive Council
(5) SMP Coordinator
(6) Senior Enlisted Advisor (SEA)
(7) SMP Unit Representatives
(8) Sample SMP Council Meeting Minutes
(9) Funding and Reimbursement Procedures
(10) Sample Letter of Appointment

Reports Required: I. Summary of SMP Activities and
Initiatives, par. 5h(7) and encl. (2),
Report Control Symbol, MC-1700-36

1. Situation. To establish policy and provide guidance for the SMP throughout the Marine Corps.

2. Cancellation. Chapter 6 of MCO 1700.29.

3. Mission. The SMP contributes to the improvement of total force readiness, job performance, and retention by supporting the improvement of Quality of Life (QOL) for all single Marines, including unaccompanied Marines. The SMP is intended to enhance the morale and well being of single Marines by identifying QOL concerns and by providing recommendations for improvement. QOL includes all activities and issues that directly or indirectly influence morale, living environment, personal growth, and development. The SMP is designed to assist commanders and leaders in developing QOL initiatives for single Marines.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

2 Feb 04

4. Execution

a. Commander's Intent. The SMP is a conduit to address single Marine QOL issues. The SMP serves as a single Marine advocate on their QOL issues. The SMP synchronizes five program components: community involvement, career progression, health and wellness, life skills, and recreation. These components facilitate development of the single Marine and shall be implemented in accordance with the program standards detailed in enclosure (1). A copy of the electronic submission tool is provided in enclosure (2).

b. Concept of Operations

(1) The SMP will provide advocacy for single Marine issues and initiatives. The principle method will be the SMP Council as outlined in enclosure (3), as well as the SMP Executive Council as outlined in enclosure (4).

(a) An SMP Council shall be established at each installation and shall be formed with representation across the installation to include the supporting and operational command populations. Representatives on the SMP Council shall be provided collateral duty orders.

(b) Commanders, Marine Forces Reserves (MARFORRES), Marine Corps Recruiting Command (MCRC), and Marine Security Guard Battalion (MSG Bn) shall establish an SMP Council as appropriate to address QOL issues and concerns and to focus on improvement of QOL for single Marines on independent duty.

(2) The five-program components offer education and other valuable opportunities that enhance morale and lead to improved readiness. This focused effort arms Marines with the knowledge and skills necessary to proactively deal with situations before they develop into serious problems. Problems that, unaddressed, negatively impact the mission readiness of individual Marines, commands, and the overall Marine Corps family. These components listed below, provide the opportunity of balanced personal and professional growth for single Marines:

(a) Community Involvement. Activities that benefit the base and surrounding community, such as the Red Cross, blood drives, volunteerism, special events, and mentoring in public schools are some examples of opportunities that are congruent with the mission of the SMP. Many activities may qualify individual

service members for recognition under the Military Outstanding Volunteer Service Medal criteria, reference (a).

(b) Career Progression. Information and referral on leadership training and military education are components of career progression.

(c) Health and Wellness. The promotion of physical fitness programs and health promotion classes comprise the area of health and wellness.

(d) Life Skills. Knowledge that assists Marines in their daily living defines life skills. Some examples are financial planning, personal development seminars, and voluntary education.

(e) Recreation. Selection, planning, and participation in trips and tours, community recreation, and sports are sample recreation activities.

(3) The level of participation in these programs and the number of the SMP Council issues resolved are the principle measures of program success, per enclosure (1). Programs shall submit to the Director, Personal and Family Readiness Division (CMC(MR/SMP)), a quarterly summary that will provide program measures data, per enclosure (2). The information will be used to identify trends and track issues impacting single Marines Marine Corps wide.

5. Administration and Logistics

a. Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA). The DC, M&RA provides oversight for all issues pertaining to Personal and Family Readiness and the SMP.

b. The Director, Personal and Family Readiness Division (CMC(MR)) is the SMP sponsor and serves as the Marine Corps subject-matter expert on QOL issues for single Marines and shall:

(1) Develop and recommend Service plans and policy for SMPs.

(2) Coordinate SMP issues with major commands, Headquarters, U.S. Marine Corps (HQMC) staff agencies, higher headquarters, and sister service headquarters.

MCO 1700.36

2 Feb 04

(3) Research, staff, and provide an appropriate response via chain of command for all issues submitted from the installation's SMP coordinators or SMP Councils to the CMC(MR/SMP).

(4) Develop SMP related personnel, budget, and training initiatives.

(5) Organize conferences and working groups for the SMP.

(6) Conduct research to support programming decisions with both quantitative and qualitative data.

(7) Maintain a standardized training curricula for the SMP coordinators, SMP executive councils, the unit representatives, and the SMP councils, reference (b).

c. Director, Public Affairs CMC (PA) will:

(1) Coordinate with CMC (MR) to ensure the key SMP themes, programs, events, and updates are incorporated into annual public affairs (PA) plans.

(2) Disseminate information on key SMP themes, programs, events and updates through MCNEWS, Marines Magazine, MarineLink, and civilian media outlets as appropriate and consistent with the Privacy Act.

(3) Coordinate with CMC (MR) to obtain information and/or provide a subject matter expert as spokesperson when responding to civilian media inquiries pertaining to SMP, consistent with the Privacy Act.

(4) Coordinate with command public affairs officers to ensure information on the Marine Corps-wide SMP themes, programs, events, and updates are provided for incorporation into the local command information effort.

d. Commanding General, Marine Corps Combat Development Command (MCCDC), Training and Education Command (TECOM), CMC(TECOM), shall ensure that education on the SMP will be a part of the curriculum in the Marine Corps University professional military education (PME) with periodic reinforcement in command/unit and installation level PME.

e. Commanders, MARFORLANT, MARFORPAC; CGs MCCDC and MARCORMATCOM/MCLBs will:

(1) Ensure an SMP is established at all Marine Corps installations.

(2) Review, prioritize, and consolidate POM requirements for the SMP.

f. Commanders, MARFORRES, MCRC, and MSG BN. In the establishment of an SMP Council, enclosures (3) through (7) may be utilized as guides in defining roles and responsibilities. Enclosure (5) may be used as a guide in distributing the duties of the SMP Coordinator between the Senior Enlisted Advisor (SEA) and SMP Council president.

g. Installation Commanders will:

(1) Establish an SMP Council. Membership of the SMP Council is described in enclosure (3). At a minimum, an installation SMP Council shall include the following officers: SMP Coordinator, SMP Executive Council (president, vice president, treasurer, and recorder), and SMP representatives from installation population to include the supporting and operational command population.

(2) Appoint an SEA who can be actively involved with the SMP. At a base or station this advisor is normally the installation sergeant major. The role of the SEA is described in enclosure (6).

(3) Ensure the installation managers of QOL programs such as: the Command Chaplain, Bachelor Housing Branch Manager, Food Service Manager, MCCS Business Operations Director, and Semper Fit Director, are actively engaged with the SMP.

(4) Ensure command orientation programs/welcome aboard briefs include information and resources on SMP programming and how to get involved.

(5) Provide a suitable location for the SMP meetings and activities, and determine frequency requirements for the SMP Council meetings.

(6) Formally recognize the SMP volunteers annually during the National Volunteer Appreciation Week.

MCO 1700.36

2 Feb 04

h. Installation AC/S MCCA or Director MCCA will:

(1) Provide staffing of SMP positions as recommended in enclosures (1) and (5).

(2) Provide information on the SMP for all Commanders and sergeants major down to battalion/squadron, or recruiting district/station levels, as part of MCCA orientation.

(3) Incorporate SMP themes, events, and updates into MCCA advertising and public affairs planning and products.

(4) Advise and provide guidance to the SMP Council on the implementation of the components of QOL and the SMP. Ensure that MCCA programs (e.g., Personal Services, Lifelong Learning, etc.) are involved with the SMP and work with the SMP Coordinator in executing the SMP functions, events, and issues.

(5) Forward summary of SMP Activities and Initiatives (Enclosure 2) via the chain of command to CMC (MR/SMP). Use of the web and the standardized reporting tool is encouraged. The web address is <http://www.usmc-mcca.org/smp>.

(6) Utilize enclosure (9) for funding and reimbursement guidance.

i. Commanding Officers (at all levels through the Battalions/Squadrons, Recruiting Station (RS), Inspector & Instructor (I&I) Staffs, and Detached Commands) will:

(1) Appoint in writing, representatives to the installation SMP Council as a collateral duty. The role of the unit representative is depicted in enclosure (7). A sample letter of appointment is provided in enclosure (10).

(2) When geographical location or unit demographics/size warrant, establish and support a unit SMP Council tailored to meet the needs of their individual command. Guidance is provided in enclosure (3).

(3) Provide time for the unit representatives to meet, solicit ideas, and raise issues for presentation at the installation SMP level.

2 Feb 04

(4) Ensure unit orientation programs/welcome aboard briefs include information on the SMP and how to get involved.

(5) Be fully informed about the SMP. Encourage single Marines within the command to participate in the SMP activities.

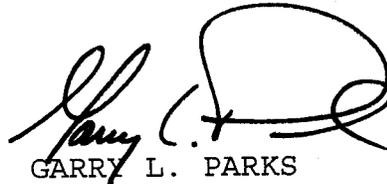
(6) Ensure the SMP is periodically incorporated into unit PMEs.

(7) Ensure that the unit representatives attend the scheduled installation SMP meetings.

6. Command and Signal

a. Signal. This Order effective date signed.

b. Command. This Order is applicable to the Marine Corps Total Force.



GARRY L. PARKS

Deputy Commandant for Manpower and Reserve Affairs

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8145002 (1)

SMP Standards and Measures

HUMAN RESOURCES (RECOMMENDED STAFFING)

Measure:	SMP Coordinator
Purpose:	To provide appropriate coordination of the SMP Council members, track/resolve SMP Council issues, and conduct the SMP activities and events.
Standard:	<p>Large Installation: one full-time manager, one full-time assistant; and two part-time assistants. Medium Installation: one full-time manager; one full-time assistant. Small Installation: one full-time manager.</p> <p>Staffing requirements for assistants may be met through utilization of FAP Marines or civilian volunteers.</p>
Calculation:	<p>The number of single (to include unaccompanied) active duty service members permanently assigned or deployed for greater than 3 months to an installation.</p> <p>Metric values will be based upon a Marine Corps Total Force System (MCTFS) data query.</p> <p>Large Installation: > 10,000 active duty single Marines. Medium Installation: 1,001 to 10,000 active duty single Marines. Small Installation: 0 to 1,000 active duty single Marines.</p>

SCOPE

Measure:	SMP Council Issue Resolution
Purpose:	To ensure that QOL issues surfaced in the installation SMP councils are addressed and resolved.

MCO 1700.36
 2 Feb 04

Standard:	Report the total number of issues raised/recorded annually and whether they are resolved or unresolved/pending. A template form is provided at enclosure (2).

SCOPE

Measure:	SMP Programming: Recreation
Purpose:	To ensure balance in programming efforts and a level of equity from base to base.
Standard:	Recreation: Four events are sponsored annually (APF fiscal year) by the SMP with at least two being solely for single Marines.

SCOPE

Measure:	SMP Programming: Community Involvement
Purpose:	To ensure balance in programming efforts and a level of equity from base to base.
Standard:	Community Involvement: Two events supported or conducted annually APF fiscal year.

SCOPE

Measure:	SMP Programming: Career Progression
Purpose:	To ensure balance in programming efforts and a level of equity from base to base.
Standard:	Career Progression: Two events supported or conducted annually (APF fiscal year).

ENCLOSURE (1)

SCOPE

Measure:	SMP Programming: Life Skills
Purpose:	To ensure balance in programming efforts and a level of equity from base to base.
Standard:	Life Skills: Two events supported or conducted annually (APF fiscal year).

SCOPE

Measure:	SMP Programming: Health and Wellness
Purpose:	To ensure balance in programming efforts and a level of equity from base to base.
Standard:	Health and Wellness: Two events supported or conducted annually (APF fiscal year).

Summary of SMP Activities and Initiatives

(* Required Field)

First Name*:	<input type="text"/>	Last Name*:	<input type="text"/>	Title*:	<input type="text" value="Choose a title"/>
Area Code:	<input type="text"/>	Phone:	<input type="text"/>	Email Address*:	<input type="text"/>
Address Line 1:	<input type="text"/>				
Address Line 2:	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text" value="Choose a State"/>	Zip:	<input type="text"/>
Installation*:	<input type="text" value="Choose an installation"/>				
Indicate the date range for the report: From	<input type="text"/>		To	<input type="text"/>	
How many of the SMP meetings have you had in the past three (3) months?	<input type="text"/>				
Average number in attendance for each meeting.	<input type="text"/>				
What percentage of the SMP Council representatives does this represent?	<input type="text"/>				
Please provide the total number of activities and initiatives addressed by the SMP Council during this quarter.	<input type="text"/>				
Indicate the total number of community service activities the SMP Council contributed to this quarter.	<input type="text"/>				
For the community service events above how many Service members participated in these community service activities this quarter.	<input type="text"/>				
What was the combined total number of hours that service members contributed to these community service activities this quarter.	<input type="text"/>				
Please indicate the number of issues that have been resolved this quarter.	<input type="text"/>				
Please indicate the number of issues that are pending resolution this quarter.	<input type="text"/>				
Please indicate the total number of issues in each program area addressed this quarter (resolved or unresolved).					
<input type="text"/>	Recreation	<input type="text"/>	Health and Wellness	<input type="text"/>	Life Skills

<input type="text"/> Career Progression	<input type="text"/> Community Involvement	<input type="text"/> Quality of Life
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Please indicate the program area for QOL items by entering the number of issues in the areas listed below.

<input type="text"/> Barracks	<input type="text"/> Dining Facilities	<input type="text"/> Exchange Selection
<input type="text"/> Exchange Pricing	<input type="text"/> Exchange Hours of Operation	<input type="text"/> Commissary Selection
<input type="text"/> Transportation	<input type="text"/> Commissary Hours of Operation	<input type="text"/> Medical Care / Tricare
<input type="text"/> Other		

In the space provided below, you may highlight up to three (3) issues of importance addressed by your SMP Council this quarter. Be sure to include the "topic," and explanation of the issues, and how it was resolved.

Issue 1:

Issue 2:

Issue 3:

In the area below you may provide a summary of a "success story." This may be a successful trip, recreational activity, community involvement activity or a unique partnership with another program area (such as, Personal Services, Career Counselors, Base Safety, etc.).

SMP Council

1. Purpose. To establish policy and guidance for the SMP council.
2. Background. The SMP Council is established at each installation to ensure that the needs of single Marines are being met at all unit levels to include the supporting and operational command population. The SMP Council provides an advocacy forum for areas of QOL and the program components. It provides information and referral to assist with programming and problem solving at the lowest level. The SMP Council, in total, receives their installation's SMP Council status reports on issues and ensures all program items, requirements, and concerns are addressed.
3. Policy. An SMP Council will be established at each installation and shall be formed with representation across the installation to include supporting and operational command populations. Representatives and alternate(s) on the SMP Council shall be provided collateral duty orders as required. Enclosure (10) provides a sample letter of appointment.
 - a. Organization. At a minimum, the SMP Council membership should be organized to reflect installation demographics. The SMP Council is the foundation of this program and is determined by command demographics. An SMP Executive Council shall be elected to administer the program. The SMP Coordinator provides guidance to the council and serves as a liaison to the command in the execution of the program. A Senior Enlisted Advisor is a liaison between the SMP Council and the command, and provides mentorship and guidance.
 - b. It is recommended that meetings be held monthly. Meetings are presided by the president or other SMP Executive Council officer, when the president is not available. Meetings will be scheduled by the SMP Coordinator in conjunction with the SMP Council president.
 - c. Meeting minutes shall be taken by the SMP Executive Council recorder. A sample that may be used as a template is provided at enclosure (8).
 - d. Standing committees shall be established to ensure equity and diversity of the SMP activities. Each committee should cover one or more of the five SMP components (Life Skills, Career Progression,

ENCLOSURE (3)

MCO P1700.36

2 Feb 04

Community Service, Recreation, and Health and Wellness). Committee chairpersons shall be appointed for a minimum of six months to one year and shall supervise execution of all projects under their committee. The chairperson shall call and preside over meetings for the committee and make timely reports to the vice president. The chairperson will also notify the recorder of scheduled activities and calendar events.

e. Conduct of Council Member Representatives

(1) The SMP Council members are appointed and shall be in attendance at all meetings. If unable to attend, the SMP Council members are responsible for notifying the alternate and ensuring that they are briefed appropriately in order to effectively attend the meeting in place of the appointed representative.

(2) The installation commander, upon the recommendation of the SMP Coordinator and installation sergeant major or designated SEA, has the authority to remove an SMP Council member when conduct or lack of attendance is deemed detrimental to the SMP's mission. For SMP Council members of tenant organizations aboard an installation, the installation commander will remove an SMP Council member after consultation and concurrence of the tenant commander.

(3) In the event that a representative is no longer able to perform SMP duties (such as change of marital status or primary duty assignment), a request will be sent by the SMP Coordinator to the unit sergeant major requesting a replacement.

4. Program Guidance

a. Actively promote the SMP.

b. Receive status and information on the SMP, MCCS programs and activities, and encourage special events throughout the year focused on single Marine issues.

c. Attend functions and events as schedules and work requirements permit.

5. Eligibility. All single and unaccompanied active duty military personnel are eligible to serve on the Council.

ENCLOSURE (3)

SMP Executive Council

1. Purpose. To establish policy and guidance for the SMP Executive Council.

2. Background. The SMP Executive Council, with the SMP Coordinator, administers the installation SMP. The SMP Executive Council is composed of a president, vice president, recorder, and treasurer (optional).

3. Policy

a. Members of the SMP Executive Council will be elected annually.

b. Members shall attend all SMP Executive and full Council meetings.

4. Duties

a. The president shall:

(1) Work directly with the SMP Coordinator to ensure proper communication.

(2) Have a complete understanding of all current and past issues or concerns.

(3) Preside at all SMP Council meetings with assistance from the SMP Coordinator.

(4) Appoint special committees as recommended by the SMP Council members.

(5) Make public appearances to promote the SMP, and inform others about program status and accomplishments.

(6) Be responsible for all duties assigned by the SMP Council and the SMP Coordinator.

(7) Be responsible for assignment of temporary replacement(s) in the absence of an SMP Executive Council member. Replacements will be made with the prior approval of the SMP Coordinator.

MCO 1700.36

2 Feb 04

(8) Assist the SMP Coordinator in command briefs when requested.

(9) Route all issues and concerns through the SMP Coordinator. Ensure a record of all single Marine issues are maintained, tracked, and reported. A copy of the reporting tool is provided at enclosure (2). Sample meeting minutes are provided at enclosure (8).

(10) Be responsible for all duties assigned by the SMP Coordinator.

b. The vice president shall:

(1) Carry out all duties of the president in his/her temporary absence.

(2) Oversee the operation of standing and special SMP committees and receive SMP committee project reports.

(3) Be responsible for all duties assigned by the SMP Council and/or the SMP Coordinator.

c. The recorder shall:

(1) Prepare the minutes of all meetings.

(2) Provide a copy of the minutes to the SMP Coordinator within three to five working days.

(3) Report minutes to the SMP Council at the beginning of each meeting.

(4) Notify all members of scheduled meetings.

(5) Maintain attendance roster of appointed Representatives.

(6) Ensure a record of all single Marine issues is maintained and tracked.

(7) Be responsible for all duties assigned by the Council and/or the SMP Coordinator.

ENCLOSURE (4)

d. The treasurer shall:

(1) Assist the SMP Coordinator in maintaining financial records.

(2) Provide a financial status report at SMP Council meetings.

(3) Coordinate all fund-raising activities.

(4) Be responsible for all duties assigned by the SMP Council and/or SMP Coordinator.

SMP Coordinator

1. Purpose. To establish policy and guidance for the coordinator.

2. Background. The SMP encourages and assists single Marines in identifying and planning recreational and personal development activities while assisting commands in identifying and recommending solutions for QOL issues. QOL includes all activities and issues that directly or indirectly influence morale, living environment, personal growth, and development.

3. Policy

a. The SMP Coordinator serves as a liaison between the SMP Council, MCCS, and command leadership. The SMP Coordinator must be a representative who is familiar with military QOL programs and services and their oversight; such as, MCCS. The SMP Coordinator also serves as an advisor for various MCCS programs, and ensures the SMP Council properly plans and coordinates all activities.

b. The components of single Marine QOL are Community Service, Health and Wellness, Life Skills, Recreation, and Career Progression. QOL shall be the primary focus of the SMP Council. The SMP Coordinator is a liaison with other QOL, MCCS, and installation program managers (i.e., bachelor housing, Lifelong Learning, and Semper Fit), focusing on education, awareness, and referral.

4. Duties

a. Actively promote, develop, implement, and coordinate the SMP to all commands to include the supporting and operational command population. The installation SMP coordinator provides logistical and administrative support and maintains operational oversight of the SMP. Serves as a facilitator for the SMP Council and its members, as well as, between the SMP Council and installation leadership for resolution of issues.

b. Maintain regular contact with all tenant operating forces and permanent units to include the supporting and operational command population. Serves as a liaison, ensuring appropriate awareness and communication is provided.

ENCLOSURE (5)

2 Feb 04

c. Develops, schedules, and monitors the SMP Council meetings. It is recommended that these be held monthly. The SMP Coordinator or designated representative is responsible for ensuring that the minutes of the SMP Council's meetings are staffed and published in a timely manner. Additionally, the SMP Coordinator or designated representative will monitor and coordinate with installation points of contact on outstanding issues. This includes staff work to track and facilitate timely resolution. The SMP Coordinator works in conjunction with the president and recorder, to staff items and include the installation sergeant major as appropriate. Issues not resolved at the local level will be forwarded from the command/installation to CMC (MR/SMP) via the chain-of-command.

d. Ensure leaders are elected to the executive office positions of the SMP Council. Duties of the elected leaders and guidance on elections are depicted in enclosure (4).

e. Supervise assigned personnel to the SMP to include, but not limited to, SMP Executive Council and SMP Council representatives.

f. Serve as a source of information and liaison for the SMP QOL issues and concerns and assist installation program managers with programming based on feedback and needs.

g. Assist appropriate MCCS staff with the development of an SMP marketing plan and assist with the coordination of publicity with SMP Council and MCCS representatives.

h. Develop and facilitate SMP Council input for APF and NAF budget preparations and expenditures for operating units for installation and unit SMPs; develop, execute, and track personnel, training, logistics, facilities, and budget requirements (to include the POM) for all the SMPs and conferences. These requirements will be submitted to the AC/S MCCS or Director MCCS for review and prioritization.

i. Assist with organization and coordination of volunteer appreciation events as appropriate, to include the installation Volunteer Appreciation Week.

j. Ensure standardized training is conducted annually, or as needed, especially for the SMP Executive Council turnover and transition periods using the standardized materials provided by CMC

ENCLOSURE (5)

2 Feb 04

(MR/SMP), Sponsored Training Curriculum, in reference (b). Ensure training of all the SMP committee members regarding the SMP Council responsibilities. Organize training and formal turnover of responsibilities for the SMP councils as appropriate.

k. Maintain current rosters of all the SMP installation and unit council members.

l. Support and assist all commanders and SEAs in the organization and sustainability of the SMP. Special attention must be given to contact new commanders and senior enlisted leadership to include the supporting and operational command population.

m. Ensure a record of single Marine issues are maintained and along with program measures are forwarded via the chain of command to CMC (MR/SMP). Enclosure (2) is provided to assist with submissions. Because reporting is essential to substantiate the value and effectiveness of the overall SMP, it is imperative that the data is accurate and received in a timely manner. Use of the web and the standardized reporting tool is encouraged. The web address is <http://www.usmc-mccs.org/smp>.

n. With the SMP Council, assist the installation MCCS commercial sponsorship point of contact in developing commercial sponsorship proposals for the SMP.

o. Responsible for cash controls at all events where monies are exchanged directly as a part of the SMP event.

p. Review minutes of the SMP Council meetings for accuracy, edits, typos, etc., prior to forwarding to the SEA for review and release.

q. Assist in planning and coordination of pre-deployment activities and events for Marines with emphasis on the needs of single service members. The SMP coordinator, working with their SMP council, and appropriate installation deployment coordinator(s) should plan appropriate support for single Marines while deployed.

ENCLOSURE (5)

Senior Enlisted Advisor (SEA)

1. Purpose. To establish policy and guidance for the command/installation sergeant major or designated SEA for the SMP.

Background. The SEA for the SMP is typically the command/installation sergeant major. The SMP encourages and assists single Marines in identifying and planning recreational and personal development activities while assisting commands in identifying and recommending solutions for QOL issues. QOL includes all activities and issues that directly or indirectly influence morale, living environment, personal growth, and development.

2. Policy. The SEA shall work as a liaison between the SMP Council, the SMP Coordinator, and the command ensuring the SMP Council properly reflects the units on the installation and properly executes initiatives.

4. Duties

a. Serve as the SEA to the SMP.

b. Ensure the SMP Council size, composition and the length of appointment for members, per enclosure (3), are enacted/instituted in accordance with the direction of the installation commander. Maintain final approval authority on all SMP Council members. Assists in ensuring all units have adequate and consistent representation.

c. Regularly attend installation, as well as unit SMP committee meetings, events, and activities.

d. Provide guidance and knowledge on initiatives and installation policies.

e. Encourage command representation during the regular meetings and disseminate information when requested. Ensure that all units, to include the supporting and operational command population, are knowledgeable of the SMP and have the opportunity to be represented at the SMP committee meetings.

f. Provide mentorship and guidance as appropriate.

ENCLOSURE (6)

MCO P1700.36

2 Feb 04

g. Report issues, concerns, or special requests to the command/installation commander when appropriate. QOL issues identified during the SMP meetings shall be forwarded to the appropriate command or HQMC staff agency for resolution. The chain of command shall be included and informed when the SMP is working on a QOL issue.

h. Ensure the SMP is briefed at the command/installation welcome aboard briefings and included in the installation Troop Information Program.

i. Review minutes from committee meetings prior to their release.

j. Ensure that the noncommissioned officer support channel is knowledgeable about and informed of the SMP.

k. Maintain liaison with other unit sergeants major/SEA's.

l. Unit SEA/sergeants major/1st sergeants shall:

(1) Serve as advisor to the unit SMP representative.

(2) Assist the unit commander in performing his/her SMP responsibilities.

(3) Monitor meeting attendance and assist in ensuring unit representation.

ENCLOSURE (6)

SMP Unit Representatives

1. Purpose. To establish policy and guidance for the SMP Council unit representatives.
2. Background. A SMP Council will be established at each installation and shall be formed with representation across the installation to include the supporting and operational command population.
3. Policy. The SMP Council unit representatives, in total, receive the installation SMP council status reports on issues (staffed items); and ensure all program issues, requirements, and concerns are addressed. Representatives on the SMP Council shall serve on collateral duty orders. A sample letter of appointment is provided at enclosure (10).
4. Duties
 - a. Attend the SMP Council meetings.
 - b. Work with the SMP in planning events and activities, and promote workshops and resources as appropriate. Serve on committees as designated by the Council, SMP Coordinator, or SMP Executive Council President, or Vice President.
 - c. Bring forward issues and concerns to the installation SMP Council that cannot be resolved at the lowest level. He/she also solicits ideas and feedback for events, activities, and programs.
 - d. Brief respective commands on issues that are currently being addressed, along with the events and activities that are planned.
 - e. If unable to attend an SMP Council meeting, the member is responsible for identifying an alternate and assuring that they are briefed appropriately.
 - f. Support the SMP through time and attendance as well as solicit other volunteers and participants for events.

ENCLOSURE (7)

MCO 1700.36
2 Feb 04

Sample SMP Council Meeting Minutes

SINGLE MARINE PROGRAM

Marine Air Ground Task Force Training Command
MCAGCC, Box 788150
Twentynine Palms, CA 92278-8150

1600
5
8 Jun 03

From: SMP President (NAME)
To: Commanding General, MCAGCC

Subj: SMP MEETING MINUTES

Encl: (1) Attendance Roster
(2) MCCS Brief

1. A SMP meeting was held on 5 June 2001 at the Base Community Center. The SMP president called the meeting to order at 1343. Those attending are listed in enclosure (1).
2. Minutes. Minutes from the last meeting reviewed. A motion to accept the minutes was initiated by Sgt Farr and seconded by Cpl Martin.
3. Treasury Report. There was no treasury report to submit. The treasury report will be updated and submitted in the next meeting.
4. MCCS Brief. The SMP Coordinator presented business. Subjects discussed were in the MCCS Brief and are attached as enclosure (2).
5. Old Business. The paint ball events are not getting the participation that we expected. Are we, as a whole still interested in this event? We will hold another paint ball event in August timeframe to see if we should either cancel this event and pursue something else or keep it as a good activity.

ENCLOSURE (8)

MCO 1700.36

2 Feb 04

6. New Business

a. Question: Why do the NCOs have to pay for the pool tables in the club when the SNCOs don't? Answer: (SgtMaj Jones) The Staff Club has more attendance; therefore, they were able to buy their own tables. You should bring this issue up to the NCO Advisory Board.

b. Barracks Bash. The next barracks bash will be held at the IPAC and 3rd Battalion, 4th Marines barracks. Date for this event will be 27 July 2001.

c. Rock Climbing. Sgt Smith took nine Marines to the Oasis Water Park for rock climbing and swimming. They had a great time. Hopefully, there will be more participation next time.

7. Quality of Life Issues

a. Pool Hours. Is it possible for the pool to be open later? If you notice, the sun does not set until practically 2000? Also, can the pool be opened earlier on Saturdays? The pool that we are addressing is the base tank next to the base theater.

b. Problems with Cable. Sometimes the cable in the barracks cuts off for days at a time. When Delphon is called, they do not register any problems with their equipment. Answer: There is a new contract with Delphon coming to Twentynine Palms. The contract will have certain stipulations on it. More information on this subject will be passed as it becomes available.

c. Facilities Maintenance. In regards to plumbing, there was a problem in the barracks with the toilets. Six toilets were in-operable for a period of five weeks. If this problem should arise again, contact facilities maintenance and notify your chain of command. If nothing has been done within two weeks, notify the base sergeant major. SgtMaj Jones does not want this problem to happen again. Please let him know so that the problem can be taken care of expeditiously.

d. Question. Is it possible to put water bottles in the barracks for the summer? Someone like Sparkletts to be contracted to refill the bottles. This way we are drinking good-

ENCLOSURE (8)

filtered water instead of the iron tasting Twentynine Palms water.
Answer. We can look into it (SMP Council).

e. The historian for the SMP Council has changed. The
new Historian is LCpl Parks.

8. Conclusion. The next meeting will be on 19 June at the
Base Community Center.

9. The meeting was adjourned at 1413.

10. If you have any questions please contact:
SMP President: M. Smith at 830-5555
SMP Vice President: M. Smith
SMP Secretary: M. Adams at 830-4444
SMP Treasurer: L. Kelly at 830-3333

Submitted by:

Reviewed and Approved by:

Michael Adams
SMP Secretary

Marc Smith
SMP President

Funding and Reimbursement Procedures

1. Purpose. To establish policy and guidance for the funding and reimbursement of volunteers for SMPs.

2. Background

a. The SMP is an official program and supports the components of overall QOL and readiness support programs. As such, the SMP is classified as a category A (CAT A) program. Per MCO P1700.29, CAT A programs are mission-sustaining programs. These programs are considered most essential in meeting the organizational objectives of the military services.

b. The basic standard is to use appropriated funds (APF) to fund 100 percent of costs for which they are authorized. CAT A activities are entitled to the highest degree of APF support, and virtually all expenses should be supported with APFs. The use of nonappropriated funds (NAF) is limited to specific instances where APFs are prohibited by law or where the use of NAF is essential for the operation of a facility or program. Programs in this category have virtually no capacity for the generation of NAF revenues.

c. APFs are appropriated by Congress. The accounting year prescribed for APF begins 1 October and ends 30 September, annually.

d. NAFs are generated from cash and other assets received from sources other than monies appropriated by the Congress of the United States. NAFs are U.S. Government funds, but they are separate and apart from funds that are recorded in the books of the Treasury of the United States. They are used for the collective benefit of the authorized patrons who generate them. The accounting year prescribed for NAF, begins 1 February and ends 31 January, annually.

e. Fundraising events are authorized for MCCS MWR activities per the Joint Ethics Regulation. Additional guidance and specifics on fundraising are provided in reference (c).

f. A standardized NAF cost center 5710-01 has been established for the SMP. This cost center shall be used to deposit all NAF fundraising revenues and be controlled at the installation level within MCCS. APF support is to be reported on line A5 of the OP-34 exhibit/quarterly schedules.

ENCLOSURE (9)

MCO 1700.36

2 Feb 04

3. Policy

a. Commanders' Funding Responsibilities. All installation commanders, in support of the tenant operating force commands and permanent commands and those that are geographically separated from the installation, have the responsibility and obligation to support readiness programs with APF or NAF as available. Commanders are expected to plan, program, and budget for all expenditures. Unless a situation arises which violates Federal law, regulation, or the contents of this Order, commanders are authorized and expected to provide APF and/or NAF dollars that best support readiness programs.

b. APF. APF may be used for the following:

(1) Office spaces, meeting spaces/facilities, and storage space.

(2) Office supplies and equipment to include: computers with appropriate hardware, software, printers, internet access, military electronic mail accounts, telephones with DSN access (where available), and answering machines. The computer hardware acquired will be capable of running current versions of the standard Marine Corps office automation software and other software required to support mission requirements. Both hardware and software products will be purchased in compliance with applicable Marine Corps directives.

(3) Transportation as authorized by the commanding officer when performing official and necessary services for the SMP.

(4) The purchase card (APF) may not be used to purchase gift certificates from restaurants to be provided as "awards" or "gifts" to recognize service to the SMP.

(5) To the extent that this Order authorizes the expenditure of APFs to purchase "awards," the intent has always been to limit the expenditure to items like plaques that recognizes and announces to all the accomplishment being rewarded. Gift certificates from restaurants do not further that purpose.

c. NAF. NAF may be used for the following:

(1) Light refreshments for functions such as the SMP workshops, the SMP training sessions or PMEs, and volunteer recognition events.

ENCLOSURE (9)

2 Feb 04

(2) Awards when they are incident to a receipt of voluntary services by the Government per 10 U.S.C. 1588.

d. When NAF is utilized, the Utilization, Support and Accountability (USA) Practice is authorized and encouraged. The SMP Coordinator should refer to chapter 1, section 3, paragraph 1316 of reference (c) for amplifying instructions. Funds provided through the USA Practice shall not be used to circumvent prohibited uses of APF or NAF or to extend the availability of APF.

e. Reimbursement of Expenses. Reimbursement claims correctly submitted by volunteers who support these programs shall be liquidated within ten working days. The most expeditious means of facilitating these payments shall be used. The SMP coordinators shall facilitate methods of payment as appropriate for APF or NAF.

f. Per 10 U.S.C. 1588, the SMP volunteers must have duly executed gratuitous service agreements in place to be eligible to receive any reimbursement support. With a duly executed gratuitous service agreement, the SMP volunteers are authorized reimbursement of the following expenses:

(1) Mileage, at the prevailing government rate for authorized use of a privately owned conveyance.

(2) Parking and tolls, when supported by proper receipts.

(3) Telephone toll calls not otherwise covered (e.g., by command telephone credit cards) upon presentation of the bill.

(4) Basic administrative expenses, to include, but not limited to, paper, copying expenses, postage, pens, post-it notes, official mail postage, binders, etc.

(5) Expenses incurred while on invitational travel Orders.

g. Reimbursement of these incidental expenses may be made from APF or NAF, subject to the availability of the funds. AC/S MCCS or MCCS Directors shall establish the most expeditious method of reimbursing expenses incurred by volunteers.

h. Procedures for Payments Using APF

(1) Volunteer accurately complete [Standard Form \(SF\) 1164](#), Claim for Reimbursement for Expenditures on Official Business.

ENCLOSURE (9)

MCO 1700.36

2 Feb 04

(2) Commanding Officer, or person designated in writing, authorize the reimbursement by signing block 8, SF 1164.

(3) Volunteer shall deliver approved claim to the SMP coordinator who file that claim directly to the installation disbursing office.

(4) The installation disbursing officer submits the claim through IATS where the volunteer is paid through direct deposit.

i. Procedures for Payments Using NAF

(1) Volunteer accurately complete SF 1164.

(2) Commanding Officer, or person designated in writing, authorize the reimbursement by signing block 8, SF 1164.

(3) Volunteer deliver claim to the SMP designated personnel (e.g., SMP Coordinator, SMP Council Treasurer, MCCA Finance Specialist, etc.), who in turn, coordinate payment with the NAF Financial Manager.

j. Official Mail. Official mail is authorized for official Marine Corps Programs pursuant to MCO 1700.29 and DOD Instruction 4525.8-M. Official mailings shall have the appropriate amount of postage applied to meet the mailer's needs; such as, delivery date and the requirement for return of undeliverable mail.

k. Government Printing and Government Supply System. Utilization of the Government printing and supply systems are authorized for official Marine Corps programs to include the SMP.

l. Awards. Awards of nominal value for the volunteers/SMP service that cannot be construed as personal gifts; such as, plaques may be purchased using APF and NAF when "distinctive service" is being recognized. Individuals may be presented letters, certificates, identifying insignia, or other items for their volunteer service. APF and NAF may be used to purchase awards for volunteers, if budgeted and approved by the Commander. Cash awards are prohibited.

4. Action. Commanders shall provide funding support to the program as depicted in this enclosure.

ENCLOSURE (9)

Sample Letter of Appointment

(SSIC)
(Office Symbol/Code)
(Date)

From: Commanding Officer, NAME OF UNIT
To: Single Marine Program (SMP) Unit Representative (NAME)
Subj: LETTER OF APPOINTMENT TO THE INSTALLATION SINGLE MARINE
PROGRAM (SMP) COUNCIL
Ref: (a) MCO P1700.36

1. You are hereby appointed as (name of unit) representative of the SMP Council. You will familiarize yourself with the reference.
2. You are appointed to the SMP Council to represent the interests of the Marines and sailors of this unit. Therefore, you are required to report back to this command all areas discussed/addressed during the meetings properly using the chain-of-command.
3. This appointment shall not terminate until you have received written notice. Upon your relief, you will ensure that a complete turnover has been conducted.

SIGNATURE OF COMMANDING
OFFICER

FIRST ENDORSEMENT

From: (NAME OF SMP UNIT REPRESENTATIVE)
To: Commanding Officer, NAME OF UNIT
Subj: LETTER OF APPOINTMENT TO THE INSTALLATION SMP COMMITTEE

1. I have read and understand all orders pertaining to this appointment.
2. I will assume all duties and responsibilities as the (name of unit) representative for the SMP Council.

SIGNATURE OF SNM

ENCLOSURE (10)